



# PROCUREMENT SERVICES

Newsletter

August, 2018

## America To Go Training

The America To Go program is now live, and will be required as of September 1, 2018, for “on-campus” food orders for the William & Mary campus. America To Go is a web-based, managed catering platform for local food ordering. Training dates are still available for those who would like to learn more about using America To Go. For a list of dates, and to sign up for training, visit <https://bit.ly/2Lev4aO>

ATG online training is also available 24/7 in [Cornerstone](#) by keyword search “America To Go”.



Dave Zoll, Strategic Sourcing Analyst and ATG Project Lead, conducting training with the Advancement Team.



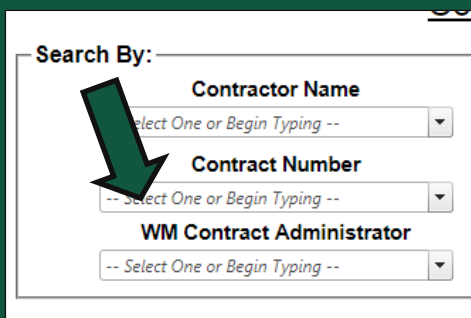
## Back to School with TSRC

If the new school year means new office furniture and supplies, The Supply Room Company (TSRC) is your go-to resource. TSRC is the official campus office supply provider for William & Mary. In addition to office supplies, departments may place furniture orders less than \$5,000 through the TSRC quick ship program. Visit [our website](#) for more information on TSRC.

## Procure-to-Pay Forum

The next Procure-to-Pay Forum is Tuesday, October 30, 2018, from 10:00 a.m.—12:00 p.m. in the Sadler Center Commonwealth Auditorium. Procurement Services, Accounts Payable, IT, and others are looking forward to sharing the latest updates and taking your questions. More details are coming soon.

## I’m a Contract Administrator. How Do I Find All My Contracts in One Place?



One option in the [Contract Portal](#) is WM Contract Administrator Search. Users can use the drop down list to find a specific name in alphabetical order, or type in all or part of the name. Once a name is selected, users are able to view all contracts associated with that Contract Administrator.

For help using the Contract Portal, email [procur@wm.edu](mailto:procur@wm.edu).



Visit us at [www.wm.edu/offices/procurement](http://www.wm.edu/offices/procurement)  
Questions or Comments? Call 757-221-3952 or email [procure@wm.edu](mailto:procure@wm.edu)



## eVA/W&M Supplier Training

Thursday, September 13, 2018  
9:00 a.m.- noon Kimberly Brewer  
Noon - 12:30 p.m. W&M  
Procurement Services

This session will provide an overview of the Commonwealth of Virginia purchasing processes, including purchasing policies that affect how buyers use the eVA system to purchase goods and services. For more info, visit the [Procurement Services website](#).

## Recent Contract Activity

### In Progress

- Strategic Print
- Sponsorship/Multimedia Rights
- Athletic Consulting
- Special Event Media Production Services
- Athletic Software/Recruitment and Compliance
- Recycling & Waste Removal

### In Progress (cont'd)

- International Employee Hire

### Coming Soon

- Photographers, writers
- Fire Suppression Systems Maintenance
- Student Summer Storage RFP
- Powerwashing



## Sole Source Form: Signature Routing

The sole source justification form is currently utilizing the DocuSign technology to help streamline the approval process in an electronic workflow. In order for this workflow to function properly, the signature routing must be set up correctly. When setting up the signature routing to create a sole source justification form, the end user should only edit the REQUESTER and DEPARTMENT HEAD signer roles and leave the remaining signature roles as they are currently set. Please reference the [User Guide](#) when completing a sole source for further assistance.



## SPCC - Question of the Month

**Question:** When I make my vehicle reservation with Enterprise, can I reserve any size vehicle available?

**Answer:** No, the traveler must select an economy or compact vehicle size at reservation unless a bona fide business justification is provided for the larger vehicle size upgrade. The itemized Enterprise receipt showing traveler name and car class along with the pre-approval (required for two or more day rentals) or business justification must also be included with the documentation if a pre-approval is not required.

## P2P Matrix Update

The W&M Small Purchase Matrix ("P2P Matrix") has been revised to include local funds policy. This matrix provides a guide for frequently purchased good and services and allowable exemptions up to \$50,000. Visit <https://procuretopay.wm.edu/>

### Upcoming Training Sessions

Please log into [Cornerstone](#) to register for the session(s) you are interested in attending.

**September 6, 9:00 - 11:00 a.m. - Procurement Processes**

**September 11, 9:00 - 11:00 a.m. - SPCC**

**September 20, 9:00 - 11:00 a.m. - eVA**